

More at Four Contractor Monitoring Tool for State Fiscal Year (SFY) 2008 - 2009

The **More at Four Contractor Monitoring Tool** is based on the *More at Four Pre-Kindergarten Program Guidelines and Requirements* (issue date June 2008) and the *More at Four Fiscal and Contract Manual* (revised July 2008). This tool is designed to provide checklists of those components of the program that must be reviewed annually. After initial review, those components that require further attention should be evaluated again within the same school year. Regular, systematic, and focused supervision of More at Four programs ensures that sound, high-quality and appropriate services are implemented and maintained.

The use of the *More at Four Pre-Kindergarten Guidelines and Requirements*, the *More at Four Fiscal and Contract Manual*, the Contractor Monitoring Tool, and the accompanying More at Four Site Monitoring Tool(s) ensures uniformity across programs throughout the state and should be used in developing local county/regional plans. Compliance areas include program and fiscal components, which are addressed by this tool.

Instructions

1. **By November 30th** of the program year (or within 90 days of when a new site begins participation in More at Four), the local More at Four Contractor (or designee) must have an **original copy** of the More at Four Site Monitoring Tool from each More at Four site on file.
2. Results from the **Site Monitoring Tool** should be used to complete **Section D** on the More at Four Contractor Monitoring Tool. Specific concerns for any site/classroom must be recorded and attached to the **Contractor Monitoring Tool**.
3. **By February 28th** of the program year, the Contractor should make at least one annual site visit to each More at Four program site/classroom. During the visit, the **Site Monitoring Tool** should be discussed and validated by the local Contractor. For sites/classrooms that have not met specific guidelines, plans to meet compliance should be reviewed and monitored for completion. This may require additional classroom visits by the Contractor.
4. The **Contractor Monitoring Tool** must be made available for review during a scheduled monitoring/compliance visit conducted by the State. Such visits will be scheduled during **February through April** of the program year. The local Contractor will be contacted by the More at Four State Program to set a specific date and time.
5. **By May 15th** of the program year, **Sections E (Site and Classrooms) and F (Assurance Statement)** of the Contractor Monitoring Tool are completed, signed, and dated. Any written action plans, timelines and other information to support progress toward standards not met are attached and mailed to the More at Four State Program.
6. **By May 31st** of the More at Four State Program reviews, signs, dates **Section G (MAF State Program Validation)**, and returns a copy of the **Contractor Monitoring Tool** to the local Contractor (or designee) along with any plans for meeting the program and fiscal standards.
7. **By May 31st** of the program year, the Contractor reports results to the local More at Four Committee. Information included in the tool should be considered in planning for the upcoming program year.
8. An **original** copy of the tool will be maintained by the More at Four State Program as evidence of guideline compliance.

This **More at Four Contractor Monitoring Tool** is available on the Office of School Readiness web site at <http://www.osr.nc.gov>

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County/Region _____ Contract Administrative Agency _____ # of More at Four Sites Monitored _____ # of Classrooms Monitored _____ Dates Monitored _____

*Items marked with an asterisk will be verified at the NC OSR More at Four State Program prior to the state office monitoring visit.

A. The County/Region More at Four Committee

Composition and Guidelines	Source	Yes	No	N/A	Plan or clarification [who, what, when; or exception letter on file]
A1. Co-chairs establish committee.	phone log, letter, or email				
A2. Co-chaired by school superintendent and Smart Start Board Chair or designees assigned in writing.	written documentation on file for designee(s)				
A3. Contract Administrator does not serve as co-chair.	committee meeting minutes				
A4. If more than one LEA or Smart Start organization, all superintendents and Smart Start Board Chairs must be on committee or designees assigned in writing.	<ul style="list-style-type: none"> • committee membership list • committee meeting minutes • written documentation on file for designee(s) 				

A. The County/Region More at Four Committee (continued)

Committee Meetings	Source	Yes	No	N/A	Plan or clarification
A5. Meeting schedule set.	<ul style="list-style-type: none"> meeting schedule /calendar 				
A6. Minutes are kept of all meetings, documenting meeting attendance, items discussed, and actions or decisions made, including actions that “ require committee approval. ”	<ul style="list-style-type: none"> committee member attendance and committee meeting minutes 				
Committee Authority	Source	Yes	No	N/A	Plan or clarification
A7. Minutes and signatures submitted to the state when required.	<ul style="list-style-type: none"> committee meeting minutes 				
A8. Co-chair signatures with program change requests submitted to the state office as required.	<ul style="list-style-type: none"> *copy of written signed/dated assurance statements for: <ul style="list-style-type: none"> (1) *annual MAF Plan (2) *changes to the annual MAF Plan 				
Reporting Program Progress	Source	Yes	No	N/A	Plan or clarification
A9. Contractor reports periodically to the County/Region More at Four Committee on the implementation of the county/region plan: by May 31.	<ul style="list-style-type: none"> committee meeting minutes and copy of reports 				

B. Administration (See More at Four Fiscal and Contract Manual.)

Staff	Source	Yes	No	N/A	Plan or clarification
B1. Fiscal and/or contract signatory designees are assigned in writing (contractor, director, and chief financial officer).	written documentation on file for designee(s)				
Contract	Source	Yes	No	N/A	Plan or clarification
B2. A contract file contains the original contract, any amendments, administrative letters and exception letters.	contract file for fiscal year				
B3. Services provided under the contract are accurately contained in The Plan. Procedures are in place to have changes approved before payment.	updated version of the Plan in contract file				
B4. Changes to the Plan are entered through the online change request.	updated version of The Plan in contract file				
B5. Subcontract documents are executed as needed.	contract file for fiscal year				
B6. Subcontract documents are amended as needed.	contract file for fiscal year.				
Start-up Funds	Source	Yes	No	N/A	Plan or clarification
B7. Funds are restricted and used in compliance with regulations.	accounting records				
B8. Expenditures are recorded and documentation maintained of items purchased.	accounting records, copies of receipts and paid invoices				
B9. Items purchased belong to the local More at Four program and are inventoried annually .	accounting records; inventory reports & purchasing records				

B. Administration (continued)

Start-up Funds (cont.)	Source	Yes	No	N/A	Plan or clarification
B10. Account is balanced. If interest is accrued on start-up funds, it is tracked and reported quarterly to the State Office, and is spent as start-up funds.	accounting records; bank statements of start-up funds				
Payment for Services	Source	Yes	No	N/A	Plan or clarification
B11. Payment requests are submitted in a timely manner with verified documentation.	*copies of signed Requests for Payment with dates submitted.				
B12. Contractor operating funds are budgeted and approved by local More at Four Committee.	committee minutes approving budget; copy of approved budget				
Other Resources	Source	Yes	No	N/A	Plan or clarification
B13. No existing pre-k funds supplanted with More at Four funds.	Substantiated by local monitor and contract administrator signatures, Section F.				
B14. Other resources that can be reasonably estimated are included in the on-line plan as an estimate only.	accounting records; documents showing method of valuation				
B15. Actual use of other resources accessed through Nov. 30 is reported to the State Office no later than Jan. 5.					

C. Program Standards

County/Region Transition Plan	Source	Yes	No	N/A	Plan or clarification
C1. Written plan(s) include(s) ways to transition children into and out of the More at Four classroom.	written plan(s) on file				
Site or County/Region Transportation Plan	Source	Yes	No	N/A	Plan or clarification
C2. Written transportation plan(s) accommodating needs of children developed by contractor and/or sites. Reasons for not providing transportation are noted in writing.	<ul style="list-style-type: none"> written plan on file or written explanation if transportation is not provided. 				
Eligibility	Source	Yes	No	N/A	Plan or clarification
C4. Uses state Guidelines for service eligibility.	<ul style="list-style-type: none"> child application or other documentation with parent signature and current More at Four Scorecard and Income Eligibility tables used and 				
Priority	Source	Yes	No	N/A	Plan or clarification
C5. First priority is unserved children, followed by underserved.	<ul style="list-style-type: none"> child application or other documentation and More at Four Scorecard and Income Eligibility tables used and Sampling of records from every type of program 				

D. Self-Monitoring

Sites and Classrooms	Source	Yes	No	N/A	Plan or clarification
D1. Each site has self-monitored using MAF Site Monitoring Tool, and submitted to local contractor.	copy of More at Four Site Monitoring Tool (on file for each site by November 30, or 90 days after a new site begins participation in More at Four)				

E. Contractor Monitoring Visits

Sites and Classrooms	Source	Yes	No	N/A	Plan or clarification
E1. Contractor made at least one annual monitoring visit to each site.	copy of signed, dated Section G. of all Site Monitoring Tools				

County/Region _____ Contract Administrative Agency _____ SFY 2008-2009

F. Assurance Statement

Local More at Four program sites and classrooms approved in the SFY 2008-09 County/Region Plan have been monitored

by _____ on _____. More at Four Sites and classrooms not
(monitor's name/position) (range of dates)

meeting the guidelines have filed a plan with the local contract administrator for achieving compliance with the *More at Four Pre-Kindergarten Program Guidelines and Requirements*.

County/Region More at Four Contract Administrator Signature

Date

G. State Program Validation

The local More at Four Contract Administrator for SFY 2008-2009 has been monitored by

_____ on _____.
(More at Four State Program monitor's name/position) Date

____ All requirements have been met OR plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made as needed to document compliance.

More at Four State Program Monitor Signature

Date